OPNAVINST 4000.86
N41
27 May 2020

OPNAV INSTRUCTION 4000.86

From: Chief of Naval Operations

Subj: NAVY MANAGEMENT OF DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES

Ref: (a) Defense Logistics Manual 4000.25, Defense Logistics Management Standards, 19 May 2014
(b) SECNAVINST 5400.48

Encl: (1) Activities Required to Designate a DoDAAC Monitor
(2) Budget Submitting Office DoDAAC Monitor Designation Letter Template

1. Purpose. To establish policy for creation, deletion, and maintenance of Department of Defense (DoD) activity address codes (DoDAAC) under the cognizance of the Chief of Naval Operations, per references (a) and (b).

2. Applicability. This instruction applies to all activities that use Navy DoDAACs. DoDAACs impact multiple functional domains including procurement and acquisition, financial management and accounting, supply, property, maintenance, transportation, force management, and readiness.

3. Discussion

   a. The DoDAAD is the official repository system for all DoDAACs and is an automated database that serves as the single authoritative source of identification, routing, and address information for authorized users including Military Components and agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. The DoDAAD supports business application systems data and interoperability requirements including, but not limited to, supply chain, material management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply systems for identification, requisitioning, shipping, billing, and other uses. Each Service and agency is required to maintain its portion of the DoDAAD accurately to ensure compliance with standard policy and procedures.

   b. DoDAAD data contain three distinct "Type Address Code" (TAC) addresses for each DoDAAC as outlined in subparagraphs 3b(1) through 3b(3) below.

      (1) TAC 1. Identifies the mailing address and the owner of the DoDAAC.

(2) TAC 2. Identifies the ship to or freight address of the supporting transportation office or receiving location associated with the TAC 1 address. If no TAC 2 address is entered, the TAC 1 address should be used.

(3) TAC 3. Identifies the billing address of the command or activity responsible for payment of bills. If no TAC 3 address is entered, the TAC 1 address should be used.

c.   A DoDAAC is defined in reference (a) as a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoD Activity Address Directory (DoDAAD). A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes. Each activity that requisitions, contracts for, receives, has custody of, issues, ships DoD assets, funds, or pays bills for materials or services is identified by a six-character alpha-numeric DoDAAC.

d.   Navy DoDAACs start with a Service Designator Code of N, Q, R, or V. "N" is assigned to Navy shore activities; "Q" to Navy contractors; "R" to vessels whose homeport is in, or mobile units whose primary garrison location is in, the Pacific area of responsibility; and "V" to vessels whose homeport is in, or mobile units whose primary garrison location is in, the Atlantic area of responsibility

e.   A newly established DoDAAC may be requested as a result of a newly formed command or activity. New DoDAACs are required to have an authority code, which is used to restrict requisitioning, shipment, and billing authority. Reference (a), volume 6, table C2 T2, provides a description of DoDAAC authority codes: http://www.dla.mil/HQ/InformationOperations/DLMS/eLibrary/Manuals/publications/dlm/formalchanges/.

f.   A DoDAAC is disestablished when a command or activity either no longer exists or no longer requires a DoDAAC.

g.   A DoDAAC is modified when an existing DoDAAC requires changes to the commercial phone number, mailing address, delivery address, billing address, office symbol, or other change.

h.   DoDAACs can be queried and viewed via the web-based application Defense Automatic Addressing System Inquiry (DAASINQ). It requires the user to enter the DoDAAC desired and it returns information for only that DoDAAC. The DAASINQ Web site is: https://www.transactionservices.dla.mil/daashome/daasinq.asp .

i.   Marine Corps units requiring Navy DoDAACs follow Marine Corps Order (MCO) 4400.201, volume 2, which designates the Logistics Policy and Capabilities Branch (LPC), United States Marine Corps Headquarters, as responsible for receiving requests for Navy

DoDAACs (Service Designator Codes N, R, and V) and forwarding those requests to the Navy Central Service Point (CSP). LPC will coordinate internally within the Marine Corps prior to forwarding requests to the Navy CSP.

4. Responsibilities

    a. Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4) will issue policy and guidance for Navy DoDAAC Management.

    b. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) is the designated lead for DoDAAC management in the Navy and will:

        (1) perform specific Navy DoDAAC management per reference (a) to include controlling the process for requesting access to the DoDAAD for all Navy personnel.

        (2) serve as the DoDAAD process review committee member for the Navy and represent the Navy in all matters relevant to the process review committee.

        (3) establish procedures for creation, deletion, and maintenance of DoDAACs under the cognizance of the Navy.

        (4) coordinate with unit identification code (UIC) database manager and other stakeholders to resolve any discrepancies as appropriate.

        (5) appoint a DoDAAC monitor for COMNAVSUPSYSCOM DoDAACs.

        (6) designate the CSP, in writing.

        (7) delegate or sub-divide to subordinate commands, or other system commands, any other DoDAAC management responsibilities as determined.

    c. COMNAVSUPSYSCOM-designated CSP will:

        (1) serve as Navy's CSP.

        (2) assign and maintain all Navy DoDAACs in the DoDAAD per the direction of budget submitting office (BSO)-designated DoDAAC monitors. For this instruction, BSOs are defined as the list of activities in enclosure (1).

        (3) monitor the UIC management system to retrieve DoDAAC requests and take appropriate action to enter BSO-approved DoDAAC requests in the DoDAAD. The UIC management system is hosted by the Navy Manpower Program and Budget System.

(4) coordinate and conduct an annual review and validation of Navy DoDAACs with the Navy BSO-designated DoDAAC monitors.

d.   Navy BSOs are responsible for the management of DoDAACs under their cognizance and will:

(1) appoint, in writing, a primary and alternate DoDAAC monitor and update when changes occur.

(2) provide the appointment letter with the DoDAAC monitor's contact information to the Navy CSP. Enclosure (2) is a copy of the BSO DoDAAC monitor designation letter template.

(3) review and approve or disapprove requests to establish, modify, or disestablish DoDAACs from subordinate activities using the common access card enabled UIC management system at: https://nmpbs.n10.npc.navy.mil.

(4) submit approved DoDAAC requests to Navy CSP.

(5) assign the proper requisitioning, shipment, and billing authority code for newly established DoDAACs.

(6) issue internal procedures to control DoDAAC processes.

(7) oversee the annual review and validation of assigned DoDAACs coordinated by the CSP.

(8) contact the Navy CSP with DoDAAC questions and issues.

e.   Navy activities will:

(1) forward written requests to establish, disestablish, or modify DoDAACs to the designated DoDAAC monitor.

(2) participate in the annual validation of assigned DoDAACs.

f.   Heads of contracting activities will, upon Navy's full implementation of approved reference (a), change 1300 (https://www.dla.mil/Portals/104/Documents/DLMS/ADC/ADC_1300_Rules_for_Contractor-DoDAACs.pdf), require contracting officers to manage Navy contractor DoDAACs (begin with a "Q") by Procurement Integrated Enterprise Environment.

5. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, Logistics Supply Chain Operations Division (OPNAV N41) with COMNAVSUPSYSCOM, will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

                                        R. L. WILLIAMSON
                                        Deputy Chief of Naval Operations
                                        (Fleet Readiness and Logistics)

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/default.aspx

ACTIVITIES REQUIRED TO DESIGNATE A DODAAC MONITOR

Activity	Mailing Address	DoDAAC
Central Operating Authority	Naval Support Facility Arlington Attn: OPNAV N123 701 South Courthouse Road Arlington, Virginia 22204	N00002
Chief of Naval Operations	Director, Field Support Activity 1013 O Street, SE Washington Navy Yard, Building 166, Suite 301 Washington, DC 20374	N00011
Secretary of the Navy Directorate for Administration, Logistics, and Operations	Secretary of the Navy, Directorate for Administration, Logistics, and Operations (DALO) Attn: Purchase Card Program Manager 1000 Navy Pentagon Room 5E158 Washington, DC 20350	N00012
Office of Naval Research	Office of Naval Research 875 North Randolph Street, Suite 1425 Attn: Code 83 Arlington, Virginia 22203-1995	N00014
Naval Intelligence Command	Naval Intelligence Command Attn: NIA-FMC-31, Policy & Manpower 4251 Suitland Road Washington, DC 20395	N00015
Bureau of Medicine and Surgery	Bureau of Medicine and Surgery Attn: M842 7700 Arlington Boulevard, Suite 5113 Falls Church, Virginia 22042-5113	N00018
Commander, Naval Air Systems Command	Commander, Naval Air Systems Command Attn: AIR-10.2.4 47123 Buse Road Building 2272, Room 539 Patuxent River, Maryland 20670-1547	N00019
Chief of Naval Personnel - Naval Education and Training Command	Naval Education and Training Command 250 Dallas Street Building 628, Room 2-43 Pensacola, Florida 32508	N00022/76
Commander, Naval Supply Systems Command	Commander, Naval Supply Systems Command Attn: N41 5450 Carlisle Pike, Building 309 Mechanicsburg, Pennsylvania 17050-2411	N00023

Activities Required to Designate a DoDAAC Monitor (con't)

Activity	Mailing Address	DoDAAC
Commander, Naval Sea Systems Command	Commander, Naval Sea Systems Command Attn: SEA01P1, 5W-3248 1333 Isaac Hull Avenue, WNY SE Washington, DC 20376	N00024
Naval Facilities Engineering Command	Naval Facilities Engineering Command 1322 Patterson Avenue, SE WNY, Suite 1000 Washington, DC 20374	N00025
U.S. Marine Corps	Commandant of the Marine Corps (LPC-2) 3000 Marine Corps Pentagon (2E211) Washington, DC 20350	N00027
Strategic Systems Programs	Strategic Systems Programs 1250 East 10th Street Washington Navy Yard, Suite 3600 Washington, DC 20374	N00030
Military Sealift Command	Military Sealift Command Attn: N44RM 471 East C Street Norfolk, Virginia 23511	N00033
Space and Naval Warfare Systems Command	Commander, Space and Naval Warfare Systems Command Attn: 81400 4301 Pacific Highway San Diego, California 92110-3127	N00039
Commander, Naval Installations Command	Commander, Naval Installations Command Attn: N111 Washington Navy Yard 716 Sicard Street, SE Washington, DC 20374	N00052
U.S. Fleet Forces Command	U.S. Fleet Forces Command 1562 Mitscher Avenue, Suite 250 Norfolk, Virginia 23551	N00060
U.S. Pacific Fleet	Commander, Pacific Fleet Attn: N02F, Comptroller Office 250 Makalapa Drive Pearl Harbor, Hawaii 96860	N00070

Enclosure (1)

Activities Required to Designate a DoDAAC Monitor (con't)

Activity	Mailing Address	DoDAAC
Commander, Naval Reserve Force	Commander, Navy Reserve Forces Command Logistics, Plans and Policies 1915 Forrestal Drive NSA Building NH-32 Norfolk, Virginia 23551-4615	N00072
Naval Special Warfare Command	Naval Special Warfare Command Attn: N72 2000 Trident Way, Building 624 San Diego, California 92155-5599	N00074
Naval Inventory Control Point, Mechanicsburg	Naval Supply Systems Command, Weapons Systems Support Attn: N983 Mechanicsburg DODAAC 700 Robbins Avenue Philadelphia, Pennsylvania 19111	N00104
Naval Inventory Control Point, Philadelphia	Naval Supply Systems Command, Weapons Systems Support Attn: N98 Philadelphia DODAAC 700 Robbins Avenue Philadelphia, Pennsylvania 19111	N00383
Navy Systems Management Activity	Navy Systems Management Activity Attn: Accounting Director 391 Brookley Avenue, SW Suite 1080 Washington, DC 20373	N68941

BUDGET SUBMITTING OFFICE DODAAC MONITOR DESIGNATION LETTER
TEMPLATE

Use Command Letterhead

> 4000
> Ser _____
> DD Mmm YY

MEMORANDUM

From:_____(Command Budget Submitting Office)
To: Navy DoDAAC Central Service Point (CSP)

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC) MONITOR
        DESIGNATION LETTER

Ref: (a) Defense Logistics Manual 4000.25, Defense Logistics Management Standards,
             19 May 2014

1. Per reference (a), volume 6, chapter 2, Navy Budget Submitting Office (BSO) _____
hereby designates the below named Primary and Alternate Department of Defense Activity Address
Code (DoDAAC) monitors to assist the Naval Supply Systems Command's (NAVSUPSYSCOM)
DoDAAC Central Service Point(s) (CSP). As a DoDAAC monitor for Navy BSO _____
these appointees will be responsible for coordination within the BSO across multiple areas
including financial, supply, acquisition, transportation, human resources, civilian, military pay,
temporary duty, permanent change of station orders, facilities, etc. This letter establishes
DoDAAC management internal controls and ensures confirmation on DoDAAC maintenance
actions requests for Navy DoDAAC series N, Q, R, and V. These appointees are responsible for
the currency and accuracy of all information provided to the DoDAAC CSP.

2. It is the responsibility of the Command DoDAAC monitor to ensure that the Navy DoDAAC
CSP is kept informed of all modifications, deletions, and additions to DoDAACs within their
cognizance. Commands are required to provide updated designation letters within 30 days of
changes to a DoDAAC monitor.

3. Maintenance of DoDAACs has far-reaching operational impacts if not performed correctly.
Improper maintenance can cause adverse impacts to master data, which controls inventory
accuracy, accounting, material movements, purchase orders, contracts, and asset visibility
(commercial and organic). Additionally, proper DoDAAC maintenance will facilitate the ability
to meet financial improvement plan, financial improvement and audit readiness, and fleet and
customer demands; therefore, the role of the DoDAAC monitor is vital to help ensure successful
management of Navy DoDAACs.

Enclosure (2)

<u>Budget Submitting Office DoDAAC Monitor Designation Letter Template (con't)</u>

DoDAAC monitors – Add, change, or delete DoDAACs N, Q, R, and V and Routing Identifier Codes (RIC) N, P, Q, R, and V.

Official mailing address:

Primary DoDAAC monitor: Name
                        Phone Number
                        E-mail

Alternate DoDAAC monitor: Name
                        Phone Number
                        E-mail

To ensure command DoDAAC monitors remain current, these positions must be revalidated annually and when the position is vacated.

4. If there are any questions or concerns, please contact _____ at xxx-xxx-xxxx, e-mail xxxxx.xxxxx@navy.mil .

                              /s/
                              Commander (GS-15/O-6 or above)